



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 1/23/85	1. Agency Address Georgia Ports Authority Administration Division Personnel Department Post Office Box 2406 Savannah, Georgia 31402	Application Number 78-248-A	
Application Number 122		Date Received JAN 30 1985	Date Completed JAN 30 1987
2. Person to Contact Ray Smiley		Working Title Personnel Manager	Telephone Number (912) 964-3966
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 78-248 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1978 Latest To Date		5. Records Series Title (followed by title used in office, if different) Terminated Employee Personnel File (Eligible for Rehire)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Personnel Office is involved in internal and external advertising, recruitment, interviewing and testing. Conducts salaried applicant interviews. Directs wage and benefit surveys. Directs benefit administration. Performs range and scale adjustments. Recommends benefit changes. Directs internal relations programs such as field and exit interviews, service pins, performance awards, employee committee, newspaper, newsletters, suggestion program, employee gifts, sports, parties and promotional clothing. Conducts grievance hearings, employee and supervisor counselling and employee assistance program. Advises management regarding employee morale. Directs preparation of required federal, state and internal reports and studies. Conducts affirmative action program. Advises management on changes to personnel policy and procedures. Prepares annual budget for department and monitors expenses. Reports to Director of Administration.			
7. Record Series Description Documents relating to:  Included are:  File is arranged:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. An individual's employment with Georgia Ports Authority.  Application for employment, Summary card identifying initial job class, promotions and pay increases, withholding information, testing information, Personnel Action Forms, Employee Performance Evaluation sheets, letters of reference, insurance information.  By section. Applications on top, personnel action forms chronologically, letters of reference and insurance information in back of file.	
8. Monthly Reference Rate One to six months old 1; Seven to twelve months old 0; Thirteen to twenty-four months old 0; twenty-five months and older 0 ? Unless there is a reason to reference the file.		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers 1; Legal-size drawers ; Shelves ; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Portions of this information are entered on a Personnel Listing.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	5 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	3 _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need. This schedule is only applicable to those employees who have terminated from the Georgia Ports Authority but who are considered eligible for immediate rehire or rehire after a period of three years. Specifically, those employees who voluntarily resign, terminate due to disability, death, or retirement. Those who voluntarily resign for purposes other than outlined in Policy # 600-61-3, or who are

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☒ Transfer to local holding area, hold 4 year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	1/24/85		1/24/85
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	1-14-87
		Secretary of State/Designee	1/8/87
		Attorney General/Designee	1/26/87

Schedule # 122: Terminated Employee Personnel File (Eligible for Rehire)

Item # 11 (continued) terminated for reasons other than those outlined in Policy # 600-61-3 are eligible for rehire after three years. The purpose for retaining these records for five years is we need to know those employees terminated for reasons which would make them ineligible for rehire until after three years. Also, we feel that should an employee believe he had reason to file suit, the probability of that occurring after five years is limited.



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 10-24-78	1. Agency Address Georgia Ports Authority Administration Division, Personnel Dept. Post Office Box 2406 Savannah, Georgia 31402	Application Number 78-248	Date Received OCT 27 1978
Application Number 30		Date Completed DEC 15 1978	
2. Person to Contact John J. Powers		Working Title Personnel Manager	Telephone Number 964 - 1721, 283
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 121 Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1965 Latest Date		5. Records Series Title (followed by title used in office, if different) Employee Personnel Files	
6. Division and Office Function Responsible for the recruitment, training, job analysis and classification, and formulation and implementation of personnel programs and procedures. What is the function of the Division and the Office in which this record series is created?			
7. Record Series Description Documents relating to:  Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Records of employees of Georgia Ports Authority  Application for employment, change in status, i.e. promotion, change in classification, salary, etc., leave date forms, report of injury forms and report of accident investigation, performance reports, change of address, group insurance information, communication concerning credit or garnishments, security questionnaires and related correspondence.	
File is arranged:		Alphabetically by employee name.	
8. Monthly Reference Rate One to six months old 31 seven to twelve months old 20 thirteen to twenty-four months old 8 twenty-five months and older 2		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records not applicable. Letter-size drawers ; Legal-size drawers ; Shelves ; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? In portion in the Personnel Listing but not entirely.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

**11. Retention Requirements** The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	5 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

**12. Approved Disposition Instructions** This agency recommends that the file series be cut off at the end of each:

Withdraw from routine file upon termination, or for cause as retirement, place in inactive file; cut off inactive file at the end of each calendar year,

☐ Calendar Year; ☐ Fiscal Year; ☒ Other \_\_\_\_\_ then,

☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then

☒ Transfer to local holding area, hold \_\_\_\_\_ year(s); then

☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	10/24/78	<i>Carol Thompson J.P. mgf</i>	10-25-78
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	12-12-78
		Secretary of State/Designee	12-11-78
		Attorney General/Designee	12-11-78